

STATINTL

Approved For Release 2001/03/04 : CIA-RDP80T01198A000100010008-1

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Scientific and Technical Intelligence Committee

16 FEB 1978

MEMORANDUM FOR: Administrative Officer/DCI

THROUGH : Deputy Director, NFAC

SUBJECT : Official Representation Expenses for DCI's
Science and Technology Advisory Panel (STAP)

STATINTL

REFERENCE : [REDACTED] (Revised 18 August 1977)

STATINTL

1. Background: Since its establishment in January 1976, coffee and donuts have been supplied at the two-day quarterly meetings of the DCI's Science and Technology Advisory Panel (member list attached) (STAP). The costs (\$15-\$25 per meeting) generally have been reimbursed to me by the IC Staff which budgets for the other costs for this group (per diem, travel, stipend, lunches, dinner). For the December 1977 meeting, coffee and donuts were purchased by [REDACTED] in my office, after which I was informed by the IC Staff that these costs could no longer be reimbursed.

STATINTL

2. On reading [REDACTED] I feel this group falls under its purview; specifically paragraphs b, (1) and (2), Official Reception and Representation Expenses and Courtesies and Amenities; (b), (4), (c) "...other U.S. private citizens..."; and paragraph c, (3), (b) "...nonalcoholic drinks and donuts...special conferences attended by primarily non-agency personnel."

3. I request authorization for expenditures for this purpose at future quarterly meetings of STAP, as well as approval for reimbursement for the December expenses, Form 264 attached. If you wish further information on STAP, I would be pleased to supply it to you.

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Executive Secretary

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Attachment: As stated

STATINTL AUTHORIZATION

APPROVAL

CONC

AO/DCI

For FY-78 Executive Secretary, DCI

* not to exceed \$50.00 per function

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10 FEB 1978

INSTRUCTIONS: Indicate origin and destination and mileage for POV use except where covered by established rates. Show odometer readings or standard highway mileage for POV outside Washington Metropolitan Area.

FOR TRAVEL CLAIMS (outside Metropolitan Washington Area) INSERT TRAVEL ORDER NO. _____
OR HAVE CLAIM APPROVED BY A TRAVEL AUTHORIZING OFFICIAL.

I authorize my agent, whose signature appears below, to receive currency amounting to _____ of official funds on my behalf and acknowledge receipt of such funds and my responsibility therefor, when paid to my agent.

DATE 10Feb78	SIGNATURE OF CLAIMANT	DATE	SIGNATURE OF AGENT
OBLIGATION REFERENCE NO.	FAN ACCOUNT NO.	DATE	SIGNATURE OF CLAIMANT
APPROVAL		RECEIPT	
DATE	APPROVED AS ADVANTAGEOUS TO THE GOVERNMENT	DATE	RECEIVED
SIGNATURE OF APPROVING OFFICER		SIGNATURE	

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16 January 1978

MEMORANDUM FOR: Chief, Support Staff, ICS

SUBJECT : Reimbursement for STAP Expenses

1. Attached are claim sheets of members of the DCI's Science and Technology Advisory Panel (STAP) for the 15-16 December 1977 meeting, the dinner at the Metropolitan Hotel, lunch on 16 December in the DCI's Dining Room, and some miscellaneous parking and mileage charges.

2. The breakdown of the costs is as follows (worksheet attached):

a. Panelists	\$2295.46
Travel	849.11
Services	1175.72
Miscellaneous	260.63
b. Dinner (Metropolitan Hotel) (STAP members only) 15 Dec	94.62
Lunch (DCI Dining Room) 16 Dec. (7 @ \$4.57)	31.99
c. Miscellaneous	19.45
Parking \$4, \$4, \$.25, \$.50, \$.50	9.25
3 RT to CHB @ \$3.40	10.20
TOTAL	\$2441.52

3. I hereby certify that I expended \$146.06 for official entertainment of guests of the Intelligence Community on 15-16 December 1977. I have not been and

SUBJECT: Reimbursement for STAP Expenses

and will not be reimbursed for these expenses from any other source. All government employees involved in this entertainment paid their own expenses.

4. Please send the STAP members' checks to them in plain envelopes to the addresses on the claim sheets, inasmuch as some of them are sensitive regarding their association with the Intelligence Community. Please send the check for my expenses (item 2b & c above) to me at Room 6P35, Headquarters Building.

5. The next meeting of STAP is scheduled for 15-16 March and the estimated cost will be approximately \$3400.


Executive Secretary

STATINTL

Attachments: As stated

Distribution:

- Orig. and 1 - Addressee (w/att)
- 1 - STAP Chrono (w/o/att)
- 1 - STAP Finance (w/att)

OSI/STIC/:efa/16 Jan. 1978

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

ONE WAY FARE - [REDACTED]

STATINTL

TRANSPORTATION: Economy air fare from [REDACTED] to Wash., DC
and return (ticket may be retained for return trip) \$ 204.00

Date and time of departure: December 5, 1977

Transportation cost to terminal: [REDACTED] From Airport to Hotel: [REDACTED] \$ [REDACTED]

Daily Expenses (reimbursement may not exceed \$50.00 per day):

(date)	Lunch -	\$ [REDACTED]	
	Dinner -	[REDACTED]	
	Hotel -	[REDACTED]	\$ [REDACTED]

12/15/7	Breakfast -	6.75	
(date)	Lunch -	[REDACTED]	
	Dinner -	[REDACTED]	
	Hotel -	34.88	\$ 41.63

Transportation cost from hotel to Headquarters and return: \$ [REDACTED]

12/16/7	Breakfast -	3.10	
(date)	Lunch -	[REDACTED]	
	Dinner -	12.00	
	Hotel -	34.88	\$ 49.98

Transportation cost from hotel to Headquarters and return: \$ [REDACTED]

(date)	Breakfast -	[REDACTED]	
	Lunch -	[REDACTED]	
	Dinner -	[REDACTED]	\$ [REDACTED]

Transportation cost to terminal: \$ [REDACTED] From Airport to home: \$ [REDACTED]
(estimates may be used for above)

Date and time of departure from Wash., DC: 12/17/7 - 12:20p

Fee for services (\$180.88 per day) claimed: () Yes (XX) No \$ [REDACTED]

TOTAL CLAIM

\$ 295.61

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Please mail check to:

[REDACTED]
(Signature of Claimant)

CLAIM FOR EXPENSES - Director's Science and Technology Advisory Panel

STATINTL

TRANSPORTATION: Economy air fare from [REDACTED] to Wash., DC.
and return (ticket may be retained for return trip) \$ 402.00

12-12-77, 12:00 p.m., to Wash DC
Date and time of departure: 12-16-77, 5:40 p.m. [REDACTED]

STATINTL

Transportation cost to terminal: _____ From Airport to Hotel: _____ \$ _____

Daily Expenses (reimbursement may not exceed \$42.00 per day):

12-14-77	Lunch -	\$ _____	
(date)	Dinner -	_____	
	Hotel -	34.56	\$ 34.56

12-15-77	Breakfast -	2.81	
(date)	Lunch -	3.25	
	Dinner -	_____	
	Hotel -	34.56	\$ 40.62

Transportation cost from hotel to Headquarters and return: _____ \$ _____

12-16-77	Breakfast -	3.40	
(date)	Lunch -	_____	
	Dinner -	_____	
	Hotel -	_____	\$ 3.40

Transportation cost from hotel to Headquarters and return: _____ \$ _____

(date) -	Breakfast -	_____	
	Lunch -	_____	
	Dinner -	_____	\$ _____

Transportation cost to terminal: \$ _____ From Airport to home: _____ \$ _____
(estimates may be used for above)

Date and time of departure from Wash., DC: 12-16-77, 5:40 p.m.

Fee for services (\$ 145 per day) claimed: () Yes () No \$ _____

TOTAL CLAIM \$ 480.58

STATINTL

STATINTL

Please mail check to: [REDACTED]

(Signature of Claimant) [REDACTED]

CLAIM FOR EXPENSES - Director's Science and Technology Advisory Panel

TRANSPORTATION: Economy air fare from _____ to Wash., DC
and return (ticket may be retained for return trip) \$ _____

Date and time of departure: _____

Transportation cost to terminal: _____ From Airport to Hotel: _____ \$ _____

Daily Expenses (reimbursement may not exceed \$50.00 per day):

(date) Lunch - \$ _____
Dinner - _____
Hotel - _____ \$ _____

(date) Breakfast - _____
Lunch - _____
Dinner - _____
Hotel - _____ \$ _____

Transportation cost from hotel to Headquarters and return: \$ _____

(date) Breakfast - _____
Lunch - _____
Dinner - _____
Hotel - _____ \$ _____

Transportation cost from hotel to Headquarters and return: \$ _____

(date) Breakfast - _____
Lunch - _____
Dinner - _____ \$ _____

Transportation cost to terminal: \$ _____ From Airport to home: \$ _____
(estimates may be used for above)

Date and time of departure from Wash., DC: _____

Fee for services (\$180.88 per day) claimed: (X) Yes () No \$ 361.76

for 12/15 + 12/16 -
in Washington on
other business

TOTAL CLAIM \$ 361.76

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(Signature of Claimant)

CLAIM FOR EXPENSES - Director's Science and Technology Advisory Panel

STATINTL

TRANSPORTATION: Economy air fare from [redacted] to Wash., DC
and return (ticket may be retained for return trip)

\$ 200.00

Date and time of departure: 12/14/77 5:50 P.M.

Transportation cost to terminal: 6.25 From Airport to Hotel: 5.00

\$ 11.75

Daily Expenses (reimbursement may not exceed \$50.00 per day):

12/15
(date) Lunch - \$
Dinner - 3.00
Hotel -

\$ 3.00

12/15
(date) Breakfast - 2.30
Lunch - 1.98
Dinner -
Hotel - 38.88

\$ 43.16

Transportation cost from hotel to Headquarters and return:

\$ 1.60

12/16
(date) Breakfast - 2.40
Lunch -
Dinner - 7.00
Hotel - 38.88

\$ 44.28

Transportation cost from hotel to Headquarters and return:

\$ 9.00

(date) Breakfast -
Lunch -
Dinner -

\$

Transportation cost to terminal: \$ 7.50 From Airport to home: 7.00
(estimates may be used for above)

\$ 14.50

Date and time of departure from Wash., DC: 12/16/77

Fee for services (\$180.88 per day) claimed: (X) Yes () No

\$ 361.76

STATINTL

TOTAL CLAIM

\$ 689.05

STATINTL

Please mail check to:

(Signature of Claimant)

CLAIM FOR EXPENSES - Director's Science and Technology Advisory Panel

TRANSPORTATION: Economy air fare from _____ to Wash., DC
and return (ticket may be retained for return trip) \$ _____

Date and time of departure: _____

Transportation cost to terminal: _____ From Airport to Hotel: _____ \$ _____

Daily Expenses (reimbursement may not exceed \$50.00 per day):

(date) Lunch - \$ _____
Dinner - _____
Hotel - _____ \$ _____

(date) Breakfast - _____
Lunch - _____
Dinner - _____
Hotel - _____ \$ _____

Transportation cost from hotel to Headquarters and return: \$ 4.00

(date) Breakfast - _____
Lunch - _____
Dinner - _____
Hotel - _____ \$ _____

Transportation cost from hotel to Headquarters and return: \$ 7.50

(date) Breakfast - _____
Lunch - _____
Dinner - _____ \$ _____

Transportation cost to terminal: \$ _____ From Airport to home: \$ _____
(estimates may be used for above)

Date and time of departure from Wash., DC: _____

Fee for services (\$180.88 per day) claimed: (☒) Yes (☐) No 1 1/2 day \$ 271.32

36176
1150

TOTAL CLAIM

\$ 282.82

STATINTL

STATINTL

Please mail check to:

CLAIM FOR EXPENSES - Director's Science and Technology Advisory Panel

TRANSPORTATION: Economy air fare from _____ to Wash., DC
and return (ticket may be retained for return trip) \$ _____

Date and time of departure: _____

Transportation cost to terminal: _____ From Airport to Hotel: _____ \$ _____

Daily Expenses (reimbursement may not exceed \$50.00 per day):

_____	Lunch - \$ _____	
(date)	Dinner - _____	
	Hotel - _____	\$ _____

_____	Breakfast - _____	
(date)	Lunch - _____	
	Dinner - _____	
	Hotel - _____	\$ _____

Transportation cost from ^{Home} hotel to Headquarters and return: *2 Janes (1540) 17* \$ 4.20

<u>12/16/77</u>	Breakfast - _____	
(date)	Lunch - _____	
	Dinner - _____	
	Hotel - _____	\$ _____

Transportation cost from hotel to Headquarters and return: \$ _____

_____	Breakfast - _____	
(date)	Lunch - _____	
	Dinner - _____	\$ _____

Transportation cost to terminal: \$ _____ From Airport to home: \$ _____
(estimates may be used for above)

Date and time of departure from Wash., DC: _____

Fee for services (\$180.88 per day) claimed: ☒ Yes () No \$ 180.88

TOTAL CLAIM

\$ 185.08

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185.08

STATINTL

Please mail check to:

(Signature of Claimant)

\$189.23

STATEMENT



METROPOLITAN
hotel

1143 NEW HAMPSHIRE AVE., N.W. WASHINGTON, D.C. 20037

SCIENCE TECH. ADVISORY PANNEL

STATINTL

DETACH AND MAIL THIS PORTION WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT

DATE		
12/20/77	HOTEL CHARGES	\$189.23 $\frac{1}{12} = 15.77$ $\times 6 = 94.62$

(202) 467-5830

METROPOLITAN HOTEL

1143 New Hampshire Ave., N.W. Washington, D.C.

Worksheet

STAP - 15-16 Dec

STATINTL

Extracur	Travel	(Dwp) Serv	Misc	Total
	236.85	(2) 361.76	90.44	689.05
	11.50	(1/2) 271.32	—	282.82
	4.76	(1) 180.83	—	185.64
	—	(2) 361.76	—	361.76
	402.00	—	78.58	480.58
	<u>204.00</u>	<u>—</u>	<u>91.61</u>	<u>295.61</u>
	859.11	1175.72	260.63	2295.46

STATINTL

Lunch 16 Dec 7 @ \$4.57 (4.15 + 1.42) = \$31.99

PMP - Parking 4³⁰ + 1 RT @ 3.40 = \$7.90
 LCM " 4²⁵ + 2 RT @ 3.40 = 11.55
\$19.45